

**MINUTES**  
*of the*  
**Mental Health Planning Advisory Council**  
*meeting on*  
**June 23, 2003**  
*held at*  
Child Haven – Children’s Center  
Training Room  
701 N Pecos Road  
Las Vegas, NV 89101

**I. CALL TO ORDER, ROLL CALL, INTRODUCTIONS**

Alyce Thomas, Chair of the Council, called the meeting to order at 9:30 am.

Members present:

- Aitken, Nancy
- Bennett, Bob
- Clark, Jerry
- Crowe, Kevin
- Johnson, Rosetta
- Legier, Barbara
- Lovass-Nagy, Chris (for Richard Whitley)
- Parra, Debbie
- Rosenberg, T.J. (for Karen Taycher)
- Rodriguez, Jenita
- Thomas, Alyce
- Uptergrove, Anna

Members absent:

- Dopf, Gloria
- Cooley, Judge W.
- Jackson, Barbara

Staff and others in attendance:

- Caloiaro, Dave – MHDS
- Lister, Traci – Nevada Recovery Guide
- Zeiser, Andrew– Administrative Consultant

## **II. APPROVAL OF MINUTES FROM PREVIOUS COUNCIL MEETINGS**

Alyce Thomas asked for questions and comments on the minutes. Kevin Crowe noted that on page six of the February 5 minutes he abstained from the vote on stipends. Andrew agreed to make this change and amend the minutes.

Alyce then asked for more comments. Anna Uptergrove asked how the Canteen employees at Northern Nevada Adult Mental Health Services (NNAMHS) are being paid, based on the discussion in the April 10 Executive Committee minutes. Alyce explained that the Attorney General's Office did not approve the method of payment originally requested through the Council's subgrant funding. She briefly discussed the new items from the Canteen project requested in place of the personnel funding originally proposed. Alyce confirmed that the consumers who take part in the Canteen program are being paid through a different budget. She noted that the project is going along well overall, and discussed details of the program and its implementation at NNAMHS. She then asked for a motion to approve the February 5 and 6 minutes.

MOTION: Made by Jenita Rodriguez, seconded by Nancy Aitken, to accept the minutes from the February 5 and 6, 2003, meetings with the correction outlined above.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

Alyce then asked for comments on the April 10 Executive Committee meeting minutes. None were made. She then asked for a motion to approve.

MOTION: Made by Kevin Crowe, seconded by Bob Bennett, to accept the minutes from the April 10, 2003, Executive Committee meeting as submitted.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

Kevin took a moment to introduce Dave Caloiaro as a new employee of the Division of Mental Health and Developmental Services (MHDS), noting his departure from Medicaid and explaining that he will no longer serve as their representative on the Council. Dave accepted a position in the MHDS Planning and Evaluation Unit. Kevin said that Dave and he will serve as co-representatives from the Division, likely trading off at future Council meetings.

Chris Lovass-Nagy took a moment to explain that she recently left MHDS, with her former position being filled by Dave Caloiaro. She is now working with the Health Division and will be co-representatives with Richard Whitley.

## **III. FY 2003 CONSUMER SERVICES PROGRAM REPORTS**

Alyce Thomas asked Traci Lister to begin her report. Traci said it has been a busy year for Nevada Recovery Guide (NRG). She explained that she has moved to Mississippi with her

family, but she will be maintaining NRG and Nevada will continue to be the home state for the organization. She is planning to build NRG as a national organization. Traci emphasized her strong belief in peer-to-peer counseling and support, and noted that NRG currently has almost 100 volunteers now working with the organization. She underscored that her work in Nevada will not go to the wayside because of her relocation out of state, and she will be spending time here working on the business and maintaining her connections in Nevada. She also noted that NRG is developing a new software package for managing resources on the website. They also provide e-mail and telephone support through a toll-free number. NRG primarily serves as an information and referral resource through the website, and averages 97,000 hits per month. They are currently registering with search engines such as Yahoo to expand their presence on the Internet. She also provided some examples of a print version of the Recovery Guide and distributed them to the group.

Traci explained that they have also developed several different brochures, focused on a variety of recovery topics, with a distribution of approximately 30,000 during the last year. She provided samples of these as well. She discussed her focus on reducing the incarceration of persons with drug, alcohol, and mental health problems. She believes that children and family members of those who have been incarcerated are often forgotten, and she discussed the support that they need as well. She also discussed her expansion of NRG's volunteer network. Traci concluded by emphasizing their focus on people helping people.

Alyce noted that many consumers have commented to her personally that they have found useful information on the website. She also complimented the production of print-based directories as a resource for staff and others without Internet access. Traci explained that the print version is abridged and the full resource listings are available on the website.

Jenita Rodriguez asked if they have bilingual materials available, particularly in Spanish. Traci said not at this time, but she would be willing to work with volunteers who may be able to help with translation.

Alyce asked for additional comments or questions. None were made. Alyce thanked Traci for her presentation.

Alyce explained that the next report on the Canteen is a written report from Cynthia Lommel, who could not be here today because her doctor would not allow her to travel by air. She briefly reviewed the contents of the report, copies of which were distributed to the group. Alyce then discussed their new list of requested items, which includes the following:

- Refrigerator and freezer unit. She explained that they do not have cold storage space to maintain as many supplies as they would like to have on hand.
- Bakery case for fresh items. Alyce explained this is required for health reasons.
- Stainless steel work tables.
- Pantry.
- Walkie-talkies. Alyce explained this is for use by staff who work the coffee cart that travels around the campus in order to communicate with the Canteen.
- A neon open and closed sign.

Alyce explained that a television was originally requested in the first list of items presented to her, but the Executive Committee did not approve this and asked that alternate items be suggested. She explained that this discussion was summarized in the Executive Committee minutes. Alyce noted that they have also requested a computer, but she is concerned with this because of the issues surrounding the existing computer equipment donated by the Council a few years ago. Alyce explained that she wanted to present an objective viewpoint on the matter and so she requested that Andrew Zeiser visit NNAMHS and discuss the problem with Barbara Jackson, who could not be here today.

Andrew summarized the past history of the computer equipment purchase, explaining that the Council intended to provide them for use by consumers on the NNAMHS campus to help build their computer skills and search for jobs. He explained that once they were given to NNAMHS, the Attorney General determined that they became the property of the State and therefore no longer belonged to the Council. He reminded everyone at the time that the Council was concerned about their future use and was assured that staff would maintain them for use by consumers.

Unfortunately, this has not happened and the Council's concerns were valid. Although made available for a time under the direction of Cynthia Lommel, he reported that problems with access and availability have apparently arisen. He distributed a computer lab schedule for review by the group which shows that the computers are made available only two or three hours per week, and that they are in an obscure location. He suggested that much greater access must be available within a 40-hour week, and agreed that the Council should consider the recommendation that the computers be placed under the direction of Consumer Assistance Program (CAP) staff at NNAMHS.

Alyce further explained that staff members at NNAMHS are primarily using the machines now that consumer access has become so restricted. She discussed this matter with Dave Proffitt, who oversees the psychosocial rehabilitation program, and reviewed the possibility of transferring oversight of the systems to the CAP. This will hopefully help make the computers more accessible for their intended use. She also explained the need to service and maintain the systems. In order to do this, they need the support of the Council. More discussion followed about the problems.

Rosetta Johnson noted that this discussion is a good example of monitoring on the part of the Council in terms of working to find out what the problems are and what the right thing is to do. More discussion followed. Alyce emphasized the importance of having computer resources available to help consumers look for jobs, type applications and resumes, and practice computer skills.

Kevin Crowe asked about staff response to this matter. Alyce explained that Cynthia cannot fly, so she could not be here today, and Barbara Jackson is on vacation. Alyce was supposed to receive a letter from Cynthia's supervisor about the matter, but did not receive it prior to the meeting today.

Chris Lovass-Nagy asked if there is a counterpart to this program in the south. Alyce said that they are working to update the computer lab in the south for consumer access.

Alyce then reminded everyone that the Canteen request includes another computer, and she is therefore reluctant to approve this request not only because of the discussion outlined above, but also because she is aware from her visits to NNAMHS that they have access to other equipment. Based on this, she wants the Council to provide direction on the purchase of the computer. Alternately, she pointed out that they could use some of the money to purchase software to update an existing system. Jenita said she is uncomfortable with authorizing computer or software purchases without the other computer problems being resolved. She thinks the approval of computer and software purchases should be tabled until the computer lab issue is resolved.

Rosetta asked where the Canteen computer would be placed and for what purpose. Alyce said it would be placed in the Canteen and used for accounting and maintaining business records. Several Council members commented that if computer resources are available and not being used, that the existing equipment should be used and new equipment not purchased.

Traci Lister brought up a suggestion to seek donations from large corporations such as Dell and Hewlett-Packard. Alyce said Jenita has agreed to work on this. Anna Uptergrove said there is a place in Carson City, called Computer Core, that donates computers to nonprofit agencies.

Nancy Aitken said that part of the problem appears to be that the equipment belongs to the State. Alyce said she believes that the computers can and should still be made accessible even if they are the property of the State. The key is for the Council to make a decision and advocate to staff accordingly. Nancy suggested making the withdrawal of the request for computer equipment a condition of the subgrant to the Canteen. Alyce said this cannot be done as a condition of the subgrant, but the Council can simply approve the other items and exclude the computer equipment. Based on this, Alyce reminded everyone that the issue is whether approval of the requested computer should be included in the approval of the Canteen's new requested items.

Rosetta then made a motion that the Canteen budget should not be approved with the \$1,200 to purchase a new computer. Alyce asked whether the Council agrees that the other items should be approved. Jenita took a moment to again review the items requested, as outlined above.

Andrew interjected to explain that the subgrant period is about to expire and suggested that Council allow the Chair or the Executive Committee to make a final decision about the expenditures for the remaining \$1,200 if it is not used for a computer. More discussion followed. Alyce reminded everyone that the motion is on the table.

Barbara Legier offered a friendly amendment to approve the expenditures outlined in the proposed budget, and give the Executive Committee the authority to approve the remaining expenditures with the \$1,200 subgrant balance.

Alyce asked for further discussion. Dave suggested that Cynthia be invited to a future meeting if her medical condition allows in order to discuss these matters. Jerry Clark stated that he believes subgrant funds should not be awarded to State agencies, but rather to nonprofit agencies. He said

it makes no sense for the State to give grant funds to the Council, which in turn gives money back to the State. Alyce noted that this topic will be discussed under item five of the agenda when the Council approves the new request for proposal (RFP) format. Alyce then called for a vote.

**MOTION:** Made by Rosetta Johnson, seconded by Bob Bennett, to approve the items requested for purchase at the Canteen, with the exception of the \$1,200 allocated for a new computer, and with the understanding that the Executive Committee will have the authority to give final approval to other purchases made with the \$1,200 balance because of the impending expiration of the subgrant period.

**MAJORITY VOICE VOTE; MOTION CARRIED.**

**ABSTAINED:** Kevin Crowe.

Alyce moved on to explain that Sherri Collier's grandfather died and so she could not attend today to present the Mental Health Association (MHA) of Southern Nevada report. Alyce provided a brief overview, explaining that a Leadership Academy was held in the south that included 22 consumers. Another is scheduled in the north that will include 25 consumers. She discussed budget item expenditures including travel, copying, personnel, and administrative expenses. She briefly discussed goals and outcomes of the Academy.

Jerry asked Alyce to reiterate the purpose of the Academy. Alyce said the Academy trains consumers how to advocate for themselves and others, find and use resources, and organize grass-roots support for themselves and others. She noted that during this year's academy they included a youth and teen component that encourages children in similar efforts. Alyce asked for additional comments and questions. None were made.

Alyce then called for a break.

*\*\*\* The meeting broke at 10:45 am, then resumed at 11:00 am.*

#### **IV. REVIEW AND APPROVE REVISED FY 2003 COUNCIL BUDGET**

Alyce Thomas moved on to discuss the proposed changes to the Council's budget. Andrew Zeiser distributed a copy of the revised budget to the members. Alyce explained that the proposed budget changes reflect what was discussed at the Executive Committee meeting on April 10 and summarized in the minutes. She asked Andrew to provide a brief summary. Andrew explained each of the budget line items where money was added, including operating supplies, in-state and out-of-state travel, consumer services subgrants, and stipends. He explained that the travel and stipend funding was added based on the proposed increase in Council membership, and that the bulk of the remainder went to the subgrant funding.

Anna Uptergrove again brought up the idea of consumers conducting monitoring of programs at State facilities. Alyce agreed this is important and mentioned several other states that do this.

However, she believes the Council needs to further explore this topic and develop a policy surrounding it. Once the groundwork is laid, the Council can consider funding for this. Alyce noted that Rosetta Johnson has been advocating for the Council to take on monitoring efforts for some time. Rosetta briefly discussed the national focus on this matter.

Alyce said that advocates at the federal level have commented that monitoring is an area identified for improvement among Councils nationally. She explained the relation of this to a policy board, which would develop a defined policy about how monitoring will be conducted, likely relying on a national model to help implement it. Rosetta asked why a policy has to be put in place. Alyce said that the National Association of Mental Health Planning and Advisory Councils (NAMHPAC) suggested that this is the best way to proceed with developing monitoring efforts in order to make them structured and uniform. Chris Lovass-Nagy agreed that a policy could help define the scope of the monitoring efforts. More discussion followed.

Alyce expressed the need to provide funding for this in the future. Jerry suggested that the money allocated for joint meetings with the MHDS Commission could be an area for cost savings in the budget, based on his belief that the outcomes of these meetings have not been productive. Rosetta agreed and said she believes the joint meetings have been a waste of time. She pointed out the poor attendance on the part of Commission members at the last joint meeting held in February, and said she did not see any concrete outcomes. Alyce said she believes she has established a good relationship with the Chair, David Ward, and spoke positively about the Council's relationship with the Commission. Jerry questioned whether the line item expenditure is required to achieve this.

Andrew reminded everyone that the Council is looking at the FY 2003 budget, which means the line item for the joint meeting has already been spent for this year on the meeting held in February. He suggested that a decision about this would be more appropriate for discussion of the FY 2004 budget. Kevin recommended that Alyce bring up this topic with the Commission at their next meeting and get feedback.

Alyce returned to discussion of the current budget. Andrew explained different fiscal windows that must be considered when examining the budget, including calendar year, State fiscal year (SFY), and federal fiscal year (FFY). He also discussed the fact that some items have already been expended, such as the joint meeting costs, and others have been or will be encumbered. He brought up the consumer services subgrants as an example, explaining that they are budgeted in FY 2003 for the following fiscal year, FY 2004. Alyce then asked for additional questions or comments on the budget. None were made. She then asked for a motion to approve the revised budget.

**MOTION:** Made by Debbie Parra, seconded by Chris Lovass-Nagy, to approve revised FFY 2003 Council budget as submitted.

**UNANIMOUS VOICE VOTE; MOTION CARRIED.**

Alyce then confirmed that everyone received their letters of appointment from the Governor's Office. More discussion followed.

Alyce then asked Andrew to provide an update on the FFY 2004 Grant Application. Andrew explained that a draft is currently being developed with staff that will be distributed for review in mid to late July, or at the next meeting. He explained that only a single-year application can be submitted based on the current federal authorization period for the grant, whereas in past years a two-year application has been submitted. He then provided a brief overview of the contents of the application based on the five federally mandated criteria, encouraging everyone to understand that although the application is large, it can be broken down into understandable pieces.

Jerry asked about the proposed changes for FY 2005. Andrew explained that the Center for Mental Health Services (CMHS) is developing the block grant into what they call a Performance Partnership Grant (PPG). This supposedly achieves two goals: 1) Provides more flexibility in grant expenditures, and 2) simplifies the grant application process. Andrew said he believes it is best to wait and see what is finally determined by CMHS to see if these goals are reached. Jerry asked about the elimination of the performance indicators. Andrew said his understanding is that they may be converted to the Uniform Reporting System (URS) tables that are reviewed by the Council as part of the annual Implementation Report, however this is not certain. Brief discussion followed.

## **V. REVIEW AND APPROVE FY 2004 RFP FORMAT**

Alyce Thomas began by pointing out the proposed changes at bottom of page one of the FY 2004 request for proposal (RFP) format. This includes no longer awarding funds to City, County, and State agencies. Barbara Legier pointed out that the list is reiterated on page seven and should be corrected accordingly. Bob Bennett brought up a date on page three that needs to be updated. Andrew Zeiser said that he would double-check dates and changes for the current year along with the changes recommended today.

Barbara also asked about page five, section 10, item one, which reads as follows: **“Awards will not be made in full or as a block grant and no funds will be awarded in advance.”** She asked what this means. Andrew explained that MHDS fiscal staff does not allow advances to be paid on subgrants, but rather they only make payments as a reimbursement for funds already expended. He said this could be clarified by explaining that expenditures have to be made before they are billed. Barbara asked that this clarification to be included.

Jerry Clark commented that this is the way State grants are typically done. Barbara said that Vocational Rehabilitation does allow advances to be paid on grants, up to 10%. Alyce and Andrew commented that Children’s Trust Fund (CTF) allows this as well. Kevin Crowe suggested that this issue might be revisited with Liz O’Brien, the fiscal staff person at MHDS in charge of the subgrants.

Dave Caloiaro then brought up the requirements on page five, section 10, item two, regarding reporting. He asked if the members believe this reporting should be more frequent than the annual reports given today, perhaps quarterly. Kevin suggested providing more direction to



subgrantees on what is to be reported. Barbara Legier recommended that quarterly reports be required, either written or in person. Alyce suggested that Dave and Kevin work together to develop a format for this. Kevin expressed concern about the timeframe within the current funding cycle. Andrew said the language could be changed in the RFP to indicate that a quarterly, written report will be required in a format to be provided upon award. This would allow time for Dave and Kevin to develop this format because the awards will not be made until the Fall.

Alyce asked if the changes discussed are agreed to by the Council, including no longer allowing government agencies to receive subgrant funds. Bob expressed his support of this change in particular. Dave noted that Barbara will provide a quarterly report format to consider. More discussion followed. Rosetta suggested that the quarterly report include information on the goals and objectives outlined in the subgrant applications. Alyce brought up the importance of flexibility in allowing subgrantees to change their budget line items. Andrew noted to Dave that the RFP was modeled after the CTF format, which also has a quarterly reporting format that he can provide.

Chris Lovass-Nagy asked about how the RFP is distributed. Andrew explained that there is an existing mailing list, which includes past subgrantees, and said it will be posted on the Council's website. He said that mailing will be limited and electronic distribution will be promoted. He asked anyone to provide additional names to him for receipt of the RFP and he would add them to the list. Alyce then asked for a motion to approve.

MOTION: Made by Chris Lovass-Nagy, seconded by Anna Uptergrove, to approve the RFP format with the changes outlined above.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

Alyce then called for the scheduled lunch break.

*\*\*\* The meeting broke at 11:50 am, then resumed at 1:15 pm.*

## **VI. SUBCOMMITTEE UPDATES**

### **SECLUSION AND RESTRAINT**

Alyce Thomas asked Kevin Crowe and Bob Bennett to provide their report on this topic. Kevin explained that MHDS collects a lot of data on seclusion and restraint, and that Bob had obtained the Council's support to provide statistics related to this to the National Alliance for the Mentally Ill (NAMI). He distributed several charts that summarize preliminary seclusion and restraint data from MHDS. Kevin also brought up a conference being held by that National Technical Assistance Center (NTAC) on their Violence-Free Treatment Initiative, which seeks to reduce and/or eliminate seclusion and restraint. This will be held August 13 through 15 in Las Vegas and primarily include staff participants, with Bob serving as the consumer representative. From

this, MHDS will work to involve other consumers to try to eliminate seclusion and restraint as an intervention method.

Kevin then reviewed the charts in detail, noting that the data is derived from Oryx, a software program. He pointed out that the data on the charts varies considerably, and said these spikes occur because the total population is low and when a small number of individuals require restraint the data can dramatically increase. Chris Lovass-Nagy agreed and pointed out that it sometimes takes only one patient to spike the data, and that Nevada has a small patient population from which this data is drawn. Kevin said the concern would be if the spike were maintained over a period of time, rather than going back down. Alyce said these are important points to consider because this data may look bad to those who do not understand the details of it.

Kevin then asked about specific data that NAMI wants. He also suggested inviting staff to a meeting to discuss this further if the Council desires. Alyce suggested that Bob meet with staff individually and then report back to the Council. Bob asked about physical versus chemical restraints. Kevin said that MHDS does not use chemical restraint, so this data only reflects physical restraint. The discussion turned to voluntary versus involuntary seclusion and restraint. Bob and Alyce asked how there could be voluntary restraints. Chris said that a client who recognizes they are out of control may ask to be restrained. Bob and Alyce indicated that they cannot see how clients would request voluntary restraints. Jenita agreed with Chris and said she worked with teen clients who requested restraints when they acted out. More discussion followed.

Kevin and Bob then discussed quality assurance processes in place through MHDS related to seclusion and restraint, including standards from the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and Commission on Accreditation of Rehabilitation Facilities (CARF).

Bob then reviewed a white paper from the Canadian Psychiatric Association entitled *Adverse Effects Associated with Physical Restraints*. Alyce requested that he distribute this information to the Council via Andrew. Bob also presented a draft report from the NAMI Committee on Restraint and Seclusion. Kevin asked how the NAMI report can help in Nevada. Bob said he thinks it may provide information to help the State achieve near zero seclusion and restraint. More discussion followed. Bob briefly discussed states that have made progress in reducing seclusion and restraint.

Jerry Clark commented that seclusion and restraint is not just an adult issue. He mentioned that there are service providers of children in Nevada that have had deaths as a result of seclusion and restraint and discussed the problems surrounding this issue. Bob said the Canadian article states that children are disproportionately killed as a result of seclusion and restraint. Alyce asked about the Division of Child and Family Services' (DCFS) inclusion in the NTAC conference. Kevin said that NTAC limited participation and they could not include DCFS staff. Alyce asked if this is designed to be a train-the-trainers approach. Kevin said yes, and that they would work to include DCFS staff in future in-state trainings. More discussion followed. T.J. Rosenberg commented that the School District uses seclusion and restraint with children also. Alyce

expressed concern about MHDS obtaining funding to provide follow-up training on this topic. She asked Bob to follow up on this topic as well.

## LEGISLATIVE

Alyce then asked Jenita Rodriguez to begin her report. Jenita informed everyone that the Legislative session is still not finished and they are reconvening the Special Session on Wednesday of this week to discuss the tax issue. She commented that her work during the session was a new experience for her in terms of keeping everyone informed about Legislative issues, and she discussed some suggestions she received about improving it. Jenita said she also received feedback about the difficulty in understanding whether or not to support certain bills. She pointed out that at the February meeting, the Council agreed to neither support nor oppose specific issues because they could not be agreed upon.

Jenita noted that an important outcome was new faces at the Legislature, which indicated broader support and interest in the issues and was visible to the Legislators. Jerry asked if she received any support from DCFS. Jenita said she worked with Maggie Tracey and was grateful for her help. Jenita then brought up a problem surrounding a specific bill that she appeared to support on the Council's behalf, and Ed Cotton's adverse response to it. She explained that she immediately issued a follow-up e-mail to explain the misunderstanding.

Alyce expressed her appreciation for the hard work Jenita has done, and commented specifically on her participation in Speak Out Nevada. Kevin also commented on Jenita's hard work, and noted that there are things that can be done better that the Council can learn from in preparation for the next session. More discussion followed. Jenita urged everyone to contact their Legislators to support tax increases for necessary services during the remainder of the Special Session. Kevin asked if Jenita could lead a discussion in the Fall to help begin preparation for the next session. She agreed.

## VII. MHPAC STAFF SUPPORT

Alyce Thomas asked Kevin Crowe to begin this discussion. Kevin explained that Andrew Zeiser's current contract expires in March, 2004. He said that MHDS has begun discussions to propose converting Andrew's duties to be more grant focused, and assigning administrative support duties for the Council to either a State staff position or other contractor. He then distributed two handouts, one that provides an overview of the proposed division of duties between grant and administrative work, and another that shows the change in budget line items that would result if contract funds were reallocated. Specifically, a reduced amount of contract funds for grant support duties would be awarded based on the reduction from full-time to approximately a half-time contract, and the remainder would offset the cost of an administrative staff person.

Kevin noted that the downside is there will be two staff members for him to oversee, rather than just one. He emphasized that the goal is to ensure that there is no break in service for the Council. Kevin concluded by stating that this is the direction MHDS is headed, and he wants to

make the Council aware and get their feedback. Specifically, he would like to know if there is Council support for this process. He also noted that if the administrative position was established as a State position, the staff person would likely provide support to the Consumer Assistance Program (CAP) in addition to the duties for the Council.

Alyce stressed the importance of working on this change now in order to promote continuity in staff support to the Council. Jenita Rodriguez asked if the new staff person would be trained by Andrew. Kevin said Andrew has agreed to work with new person. More discussion followed about the details of the separate work duties outlined in the handout.

Kevin went on to explain that four years is the maximum contract time frame, and MHDS is required to put it out to bid again regardless. Alyce said she would support a State position for the administrative staff. Jerry noted that the amount left over in the Council budget, approximately \$17,000, would not support a full-time position and asked where the other money is coming from. Kevin said MHDS is exploring this right now. He said at a minimum, they would establish a half-time position to support the Council, but ideally full-time position to provide additional support to the CAP program.

Alyce said she would like to call a vote to support this change and the separation of duties. She then asked for further discussion. Debbie Parra said that the administrative duties done by Andrew are typically outside of the scope of a contractor's duties, and she was surprised that he was willing to do them when he was first contracted. She agreed that the change is appropriate, but commented that the annual RFP process should remain a part of Andrew's duties. Andrew said he is willing to negotiate some of the duties and would be willing to continue overseeing the RFP process. Jenita then put forth a motion to approve the staff changes proposed.

MOTION: Made by Jenita Rodriguez, seconded by Anna Uptergrove, to approve the division of Council support duties between grant related activities and administrative support, with the understanding that a contractor will provide the grant related services and a State staff position will be developed to provide administrative support.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

## **VIII. EXECUTIVE REPORT**

Alyce Thomas began by reporting on the Center for Mental Health Services (CMHS) Joint Conference on Mental Health Statistics and the Block Grant. She also reported on the National Mental Health Association (NMHA) Conference. She reviewed her report in detail, and discussed the differences between the CMHS versus NMHA conferences.

Jerry Clark commented that at the CMHS conference, which he attended, there were few workshops focused on children's mental health. Alyce agreed and said she noted this in her feedback form. She pointed out that the NMHA conference offered considerably more topics surrounding children.

Alyce then asked Kevin Crowe for his comments. Kevin said he believed that the agenda was too full at the CMHS conference and this prevented people from attending competing workshops. Alyce noted that Kevin, Carlos Brandenburg, and Troy Williams presented at the conference. Rosetta Johnson asked about this. Kevin said they made a joint presentation with Creative Socio-Medics (CSM) on building a data system and getting support during a difficult budget cycle. He discussed this in some detail.

Alyce then segued into discussing the NAMHPAC National Policy Board and the need to establish a Policy Committee within the Council. She discussed some possible goals for the Committee, which may include developing a definition of a consumer and developing monitoring efforts as discussed earlier. She reiterated the importance of developing a policy around how monitoring will be done.

Alyce then brought up the topic of the computer lab at NNAMHS, as discussed above, and asked for the Council's support to advocate for increased consumer use of the equipment originally donated by the Council. Bob Bennett then introduced a motion accordingly.

**MOTION:** Made by Bob Bennett, seconded by Rosetta Johnson, to direct the Chair to write a letter to appropriate staff at NNAMHS to request that the computers gifted by the Council for consumer use be placed under the supervision of the Consumer Assistance Program (CAP) staff at NNAMHS.

Alyce asked for further discussion. No additional comments were made. She then called for a vote.

**MAJORITY VOICE VOTE; MOTION CARRIED.**

**ABSTAINED:** Jerry Clark and Kevin Crowe.

Alyce then brought up the new CAP staff position in Carson City, which has been offered to Jenita Rodriguez. She begins work on July 7.

Alyce also brought up the fact that the new MHDS budget includes two additional CAP staff at SNAMHS. The block grant was also updated through the recent grant modification to propose a new CAP staff in Elko. Kevin pointed out that the program has grown rapidly to include 10 staff total. Alyce went on to provide an update on the CAP. She discussed consumer outings, support groups, and work with pharmaceutical companies to provide support to some of these programs.

Alyce reminded everyone that Council officer elections will be coming up in the Fall and they should think about nominations.

Kevin brought up the Council membership expansion. Alyce said that she has received verbal approval from Governor's Office to expand, and that the Executive Committee will be looking at applications once this is received in writing. Kevin asked if the Council will work on the definition of a consumer prior to this. Alyce said that she would support this work being done by the Policy Committee.

Alyce then brought up the possibility of youth representation on the Council. Dave brought up the importance of rural representation. Alyce mentioned recruitment she has done in rural areas. More discussion followed. Alyce indicated that the Executive Committee will serve as the Policy Committee, along with representation from both MHDS and DCFS. Together, they can work on developing clearer guidelines about Council membership in order to facilitate expansion and meet federal requirements.

## **IX. NEW BUSINESS**

Alyce Thomas asked for new business items. Rosetta Johnson said she would like to report on Systems Integration. She explained that different agencies need to communicate and integrate their efforts to provide effective services. She mentioned that the President's New Freedom Commission is addressing similar problems recognized nationwide.

As a result of the Systems Integration conference she held last year, she formed three pilot groups from the following areas: 1) Health Division HIV/AIDS staff, 2) NNAMHS staff, and 3) Department of Corrections staff. She said that currently these three groups are working together, statewide, to determine what each agency has to do to eliminate fragmentation and duplication of effort. She went on to discuss the details of how each agency is working to determine their role in integrating the provision of services. Rosetta also mentioned funding challenges. She asked Chris Lovass-Nagy to comment on a recent meeting held in May. Chris discussed the benefits of increased communication among staff as a result of the meeting.

Alyce moved on to ask Bob Bennett to speak. He presented a flyer from the Federal Reserve Bank in San Francisco announcing a Nevada Affordable Housing Conference being held on August 18 and 19 in Reno. This includes a discussion of special needs housing. He thought this might be of interest to the group. Bob suggested advocating for mental health housing. Debbie Parra suggested that housing developers would not buy into building special needs housing for persons with mental illness because there would likely not be differences such as those for persons with physical disabilities. She said that the focus should be on getting Section 8 vouchers for persons with serious mental illness (SMI) to assist them in obtaining housing, rather than promoting special housing developments through builders. Alyce and Debbie both said that the housing administration needs to be brought in to help with access, not special building projects. T.J. Rosenberg brought up the fact that Section 8 housing vouchers are not available to those with criminal records, which is problematic since many persons with mental illness have records. Brief discussion followed.

## **X. PUBLIC COMMENT**

Comments by public attendees were made under the agenda items outlined above.

## **XI. SET DATE, TIME, LOCATION, AND TOPICS FOR NEXT MEETING(S)**

Alyce Thomas confirmed that the next meeting will be held on Tuesday, August 5, in Las Vegas, just prior to the MHDS Service Coordination Conference.

## **XII. ADJOURNMENT**

The meeting was adjourned at 3:03 pm.